

IN THE MATTER OF

GUILTY PLEAS BEFORE

UNITED STATES  
MAGISTRATE JUDGE  
WILLIE J. EPPS, JR.

For cause, it is

1. The Court will not schedule a change of plea hearing before Magistrate Judge Epps unless the party seeking to schedule the hearing represents that (a) defendant has consented to having a magistrate judge preside over the hearing, and (b) any plea agreement between the parties has been fully executed by both the defendant and the government.
2. A lawyer representing a defendant at a guilty plea proceeding will not be permitted to use the time scheduled for the taking of the guilty plea to prepare the defendant for the taking of the guilty plea. The preparations for a guilty plea hearing are to be completed as soon as practicable, but not later than the day before the guilty plea. This requirement applies in all cases, including cases involving interpreters.
3. By 5:00 p.m. of the last business day before the change of plea hearing is to occur, a lawyer representing the defendant should email the courtroom deputy a written consent to proceed before a magistrate judge. This form can be located on Judge Epps' webpage on the Court's website: [www.mow.uscourts.gov](http://www.mow.uscourts.gov).

4. By 5:00 p.m. of the last business day before the change of plea hearing is to occur, the government should provide the Court and opposing counsel, by email, a copy of the written plea agreement (where there is one). The plea agreement will be addressed at the plea hearing regarding whether it will be filed as an exhibit and/or whether it will be sealed.

**IT IS SO ORDERED** this 3rd day of October, 2017.

/s/ *Willie J. Epps, Jr.*

WILLIE J. EPPS, JR.

United States Magistrate Judge